Spotlight

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Important Note to Our Readers

As a result of the President's recent order to Federal agencies to cut spending by reducing their publishing needs, SPOTLIGHT is being consolidated with two other newsletters, WOMEN IN ACTION and LA MESA REDONDA, effective October 1981.

The consolidated newsletter will be called SPOTLIGHT ON AFFIRMATIVE EMPLOYMENT PROGRAMS and will be published monthly.

All Federal agency FY 82 orders for SPOTLIGHT already placed through the Government Printing Office's rider system will be honored for the new monthly newsletter. All orders, however, will be considered open for amendment; current subscribers may amend their FY 82 requisitions by memo to the Government Printing Office. New subscriptions will also be accepted during this period.

The deadline for all amendments and new subscriptions is **September 22, 1981.** Federal agencies should follow ordering instructions in **FPM Bulletin 171-610, Special Monthly Rider Information for August, 1981.**

Please note: All complimentary individual and private subscriptions have been **CANCELLED.** Individual and private subscribers will be notified directly as to instructions and costs for subscribing through the Government Printing Office.

OPM Urges Continued Affirmative Employment Efforts

Office of Personnel Management Director Donald J. Devine on June 5, 1981, issued the following memorandum to Heads of Departments and Independent Establishments concerning the Federal affirmative action program and the Federal Equal Opportunity Recruitment Program (FEORP):

"In line with the President's commitment to reduce the level of Government spending and thereby help restore the vitality of the nation's economy, most of you will be operating under budget restrictions and reduced personnel ceiling levels during the next few years.

"These conditions mean the recruitment of new Federal employees will be limited. Nevertheless, the administration expects agencies to pursue all appropriate efforts regarding employment opportunities for the handicapped, veterans, minorities and women, as required by various laws and regulations. Agencies are reminded that the Federal affirmative action program administered by the Equal Employment Opportunity Commission (EEOC) and the Fed-

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EEOC Statement on Multi-Year Affirmative Action Plans

On June 15, 1981, Acting Chairman of the Equal Employment Opportunity Commission (EEOC), J. Clay Smith, Jr., issued a memorandum to heads of Federal agencies on "Federal Multi-Year Affirmative Action Planning, FY 82–86," following the disapproval by the National Archives and Records Service (NARS) of reporting requirements in EEOC Management Directive 707, issued January 23, 1981.

Mr. Smith emphasized that, "While the NARS disapproval of clearance precludes EEOC from requiring that Federal agencies report in MD–707 formats, it does not relieve agencies from the responsibility to develop Affirmative Action Plans required by section 717, Civil Rights Act of 1964, as amended, and by 29 CFR, Part 1613 Subpart B." Agencies were advised to use MD–707 as a plan-

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eral Equal Opportunity Recruitment Program (FEORP) administered by the Office of Personnel Management (OPM) include coverage of personnel practices directed at internal as well as external sources of job applicants.

"Thus, in limited hiring situations, agency programs should focus on identifying capable veterans, women, minorities and handicapped persons already on the rolls and on developing them for movement into more responsible jobs and a wider range of occupations, consistent, of course, with workload demands and applicable civil service laws. For example, through establishment of skills inventories and creative implementation of upward mobility, managerial development and job enrichment programs, agencies can take advantage of the restricted hiring situation to use fully the skills of current employees.

"For those agencies faced with a reduction-in-force, it is important to bear in mind the potential impact on veterans, handicapped, minority and female employees. In addition, agencies which will be hiring new personnel should consider using reemployment priority lists established by other agencies which have been subject to RIFs. Because of a tendency toward a "last hired, first fired" effect of RIF procedures, veterans, handicapped, minorities and women employed recently as a result of previous affirmative action efforts may be well represented on such lists. Of course, agencies are not excused from RIF laws and regulations when they make such considerations.

"While we expect that most of you will need to redirect your FEORP and affirmative action measures toward internal sources (if you have not already done so) it is also important to pay careful attention to the opportunities for external recruitment and hiring, however limited. We are confident that fewer but better targeted, more productive external recruitment activities, combined with meaningful internal efforts can result in significant progress toward the goal of achieving a representative Federal work force.

Donald J. Devine, Director"

OPM Reorganization

Office of Personnel Management Director Donald J. Devine has transferred the Office of Affirmative Employment Programs (OAEP) to OPM's Workforce Effectiveness and Development Group (WED).

No change is expected in the organizational structure or function of OAEP, which deals with employment and advancement opportunities for women, minorities, veterans and the handicapped in the Federal service. A. Diane Graham will remain Assistant Director for Affirmative Employment Programs.

The primary reason for the change is the desire to streamline OPM operations by reducing the number of units reporting to the Director. OAEP will report through the Associate Director for Workforce Effectiveness and Development, Michael Frost. Frost has considerable personnel and affirmative action experience in the California state personnel system.

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ning guide for development of multi-year plans and the setting of reasonable hiring goals for minorities and women.

EEOC is continuing discussions with NARS on this matter and will advise agencies of new developments. In the meantime, EEOC is advising agencies to set planning schedules to allow for an October 1, 1981 implementation date for Affirmative Action Plans.

F. Cleo Spartin is the new national Director of the Federal Women's Program. Spartin, who was most recently Deputy Assistant Director of the Office of Equal Opportunity at the Department of Interior, joined the Office of Personnel Management's Affirmative Employment Programs staff on July 13, 1981.

Spotlight

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The Director of the United States of America Office of Personnel Management has determined that the publication of this periodical is necessary in the transaction of public business required by law of this agency. Use of funds for printing this periodical has been approved by the Director, Office of Management and Budget through May 30, 1982.

Administration Position on Veterans' Preference

President Reagan is committed to strengthening veterans' preference in Federal employment and other programs aimed at hiring veterans for Federal jobs.

"As we move to strengthen veterans' preference in Government employment, we expect to be criticized," said Donald J. Devine, Director of the Office of Personnel Management, in an address before the national convention of the Disabled American Veterans on July 13, 1981.

"But we will defend veterans programs because they are effective and fair," Devine stated. "President Reagan recognizes the special needs of veterans," he added; "he will not allow veterans to be forgotten in the Federal Government."

Devine also pledged administration support in extending Veterans Readjustment Appointments, a program that allows Federal agencies and Departments to hire qualified disabled and Vietnam era veterans without going through the regular civil service competition. After a couple of years on the job, qualified veterans are given full status as civil servants.

Devine said more than 160,000 veterans have been hired under this program during the last decade. "This program is worth preserving," he said, "and we will fight to keep it."

Loretta Cornelius has been appointed Deputy Director of the U.S. Office of Personnel Management. Mrs. Cornelius has been Vice President for Administration at PRC Data Services Company, a planning research firm in McLean, Virginia, since 1978. In that capacity, she supervised a staff of 275 professional and technical workers, and managed a multimillion dollar budget. Since joining the firm in 1967, she has held the position of division manager, department manager and project analyst.

Civil Rights Commission Testifies on Budget

The U.S. Commission on Civil Rights has released a new report, **Civil Rights: A National, Not A Special Interest,** in connection with testimony before the House Subcommittee on Civil and Constitutional Rights on June 25, 1981.

The report traces the nation's civil rights progress since the Civil War and assesses the impact that the administration's fiscal year 1982 budget would have on Federal civil rights enforcement efforts and on various other programs enacted to overcome the present effects of the legacies of slavery, segregation and discrimination.

The report points out that constitutional commitments to equality established by the 13th, 14th and 15th amendments—the "Civil War amendments"—were broken shortly after they were made, and that not until the 1960s did the Federal Government reassert its leadership role in securing these rights.

The report goes on to examine the impact of the budget on five major civil rights enforcement programs and on ten social and economic programs affecting civil rights progress. It also critiques the proposal to convert categorical grant programs to block grants.

In his testimony summarizing the report's contents, Commission Chairman Arthur S. Flemming said that the 13th, 14th and 15th amendments to the Constitution "form the constitutional backdrop against which the proposed revisions of the Federal budget must be viewed. In our judgment, a fundamental question, therefore, is whether the achievement of the constitutional promise of equality is facilitated or hampered by the proposed budget revisions."

The Commission's report concludes by expressing concern "that history may be repeating itself and that the Nation may be entering another period of civil rights retrenchment."

A copy of Dr. Flemming's testimony is available from the Commission. A copy of **Civil Rights: A National, Not A Special Interest** can be obtained by writing to: USCCR Publications Warehouse, 621 North Payne Street, Alexandria, Virginia 22314.

Publications New and Noted

Civil Rights Directory.
This 549-page new edition includes brief descriptions of the purposes, activities and services, as well as addresses and phone numbers of organizations whose primary concerns are in the area of civil rights. The directory also includes capsule summaries of major civil rights laws and Executive orders. To obtain a FREE copy, write: U.S. Commission on Civil Rights Warehouse, 621 N. Payne Street, Alexandria, VA 22314.

Brief Highlights of Major Federal Laws on Sex Discrimination in Employment.
For the EEO officer who is new to the field, this booklet gives a brief history of each anti-discrimination act and Executive order, its major purpose, and the name and address of the enforcing agency. To obtain a copy, write: Department of Labor, Women's Bureau, Washington, DC 20210.

EEOC UPDATE

At press time, SPOTLIGHT learned that the National Archives and Records Service has approved the Equal Employment Opportunity Commission's instructions on multi-year affirmative action plans (MD-707), as amended by Acting Chairman Smith's June 15, 1981 memo to Federal agencies.

Civil Rights Issues of Handicapped Americans: Public Policy Implications.
The report examines those factors which tend to deny disabled persons equal protection and equal opportunities under the law. Single copies are free of charge. Write U.S. Commission on Civil Rights Warehouse, 621 N. Payne Street, Alexandria, VA 22314.

The Selection Interview: A Review of Literature by Karren, R. PRR-80-22.
The report reviews the research on the selection interview and discusses the effectiveness of the interview, the decision-making processes, the legal aspects, and the differential evaluations of minority groups. To obtain a copy, write: Office of Personnel Management, Personnel Research and Development Center, 1900 E Street NW, Room 3H30, Washington, DC 20415.

Correspondence Courses in Personnel and EEO

If you've been thinking about taking a training course, but can't spare the time away from the office, the National Independent Study Center may have the answer for you.

The Center offers about 15 different correspondence courses which provide training in four main areas: supervisory and management development, personnel management development, administrative management, and technical development.

Courses cover such topics as sentence structure, proofreading, and basic grammar skills. For personnelists there are courses geared toward understanding affirmative action and upward mobility, and principles of basic labor relations. There are also technical courses in the science of statistics. Costs range from $30 to $90.

For more information, write: National Independent Study Center, U.S. Office of Personnel Management, Building 20, Federal Center, Denver, Colorado 80225 or call (303) 234-2224.

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